



Merrydale Infant School Governors Allowance Policy

Chair's signature...*Mrs Elizabeth Surtees*

Head's signature...Mark Tipple-Johnson

Date...6th October 2022

Review date.....October 2023

Merrydale Infant School Governors' Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Merrydale Infant School's Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 1st April 2011, all governors of Merrydale Infants School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and are agreed by the Finance and Personnel Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - 1 Childcare or baby sitting allowances to a registered child minder up to £6.00 per child, per hour (excluding payments to a current/former spouse or partner or family member);
 - 2 Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member);
 - 3 The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - 4 The cost of travel relating only to travel to meetings/training courses at a rate in line with City Council guidance which does not exceed the specified rates for school personnel;
 - 5 Telephone charges, photocopying, stationery, postage etc;
 - 6 Any other justifiable allowances as agreed by the personnel and finance committee.

The Governing Body acknowledges that:

- 1 Governors may not be paid attendance allowance;
- 2 Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Finance and Personnel Committee or delegated authority of Finance and Personnel committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

All decisions will abide by the DFES Regulations as outlined over page.

This policy will be reviewed annually.

DfES Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- 1 Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- 2 Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- 3 Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- 4 Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- 5 Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- 6 Governor allowances will continue to be paid from the school's delegated budget.
- 7 In schools without delegated budgets, the LEA may pay governor allowances.

Signed _____(Headteacher)

Signed _____ (Chair of Finance Committee/Chair of Governors)

Children's Hospital School
Governor Allowance Claim Form

Name..... Address.....

School.....

Date/claim period.....

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Type of claim	Amount spent
Childcare	
Care of elderly or dependent relative	
Support for governors with special needs	
Support for governors whose 1 st language is not English	
Travel/subsistence to national ,meetings or training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claim	

Agreed and signed by Chair/Vice Chair of Governors or Head teacher

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